

Google Docs

1. Sign onto and bookmark this address on the your computer. www.docs.google.com

2. Enter your username and password. These will be given to you by the Tech contact at your building.

If using this with students, the first time the student sign in there will be a page to accept the Terms of Service

A screenshot of the Google Account sign-in page. It features the text "Sign in with your Google Account" at the top. Below this are input fields for "Email:" and "Password:". An example email "ex: pat@example.com" is shown below the email field. There is a checkbox labeled "Stay signed in" and a "Sign in" button. At the bottom, there is a link that says "Can't access your account?".

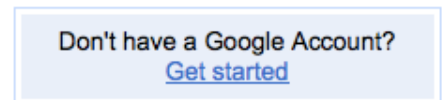
Sign in with your
Google Account

Email:
ex: pat@example.com

Password:

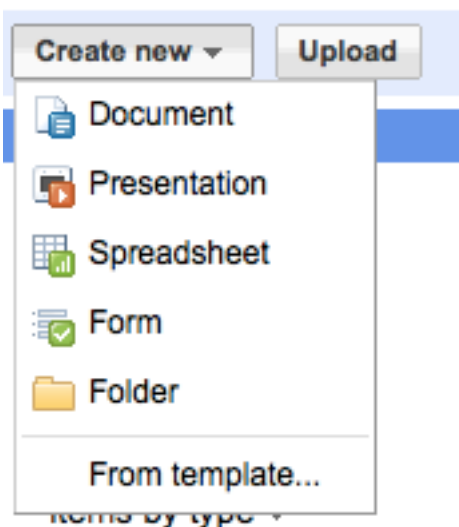
☒ Stay signed in

[Can't access your account?](#)

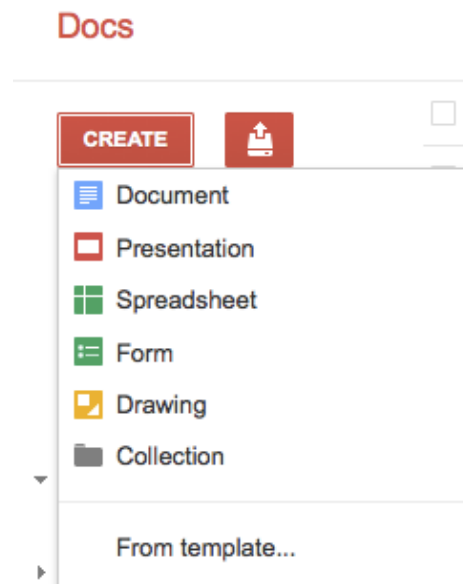
A small rectangular box with a light blue background. It contains the text "Don't have a Google Account?" followed by a blue link that says "Get started".

Don't have a Google Account?
[Get started](#)

3. In the next window choose **Create New** and select the type of application you will be using



Classic View

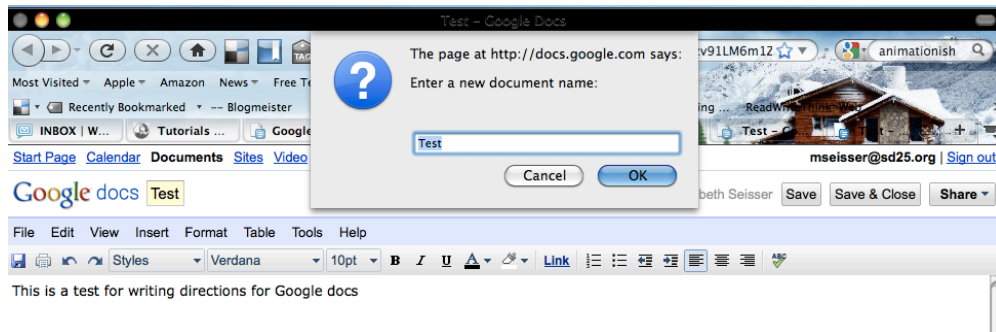


New View

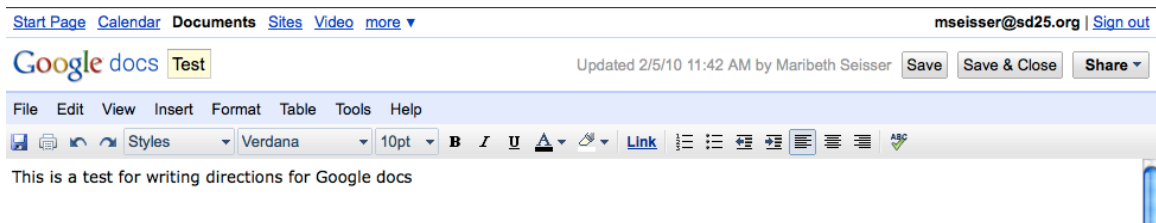
4. To Title your document click on **Untitled**.



A window will open, type your document's title. Click OK.



5. The toolbar is similar to the Word toolbar. You can change style, font, size, color, etc.

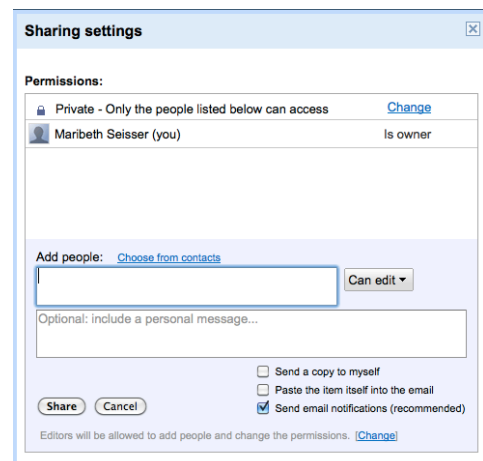


6. Although Google Docs saves as you work, you will want to check to make sure that “All changes are saved.” **Be sure to log out.**

7. You can also choose to share within your document. Click on **Share**. In the drop down menu choose how you want to share this document.



Share setting... Add people that you want to share the document with. Click on Choose from contacts and you can search for people and create a group.



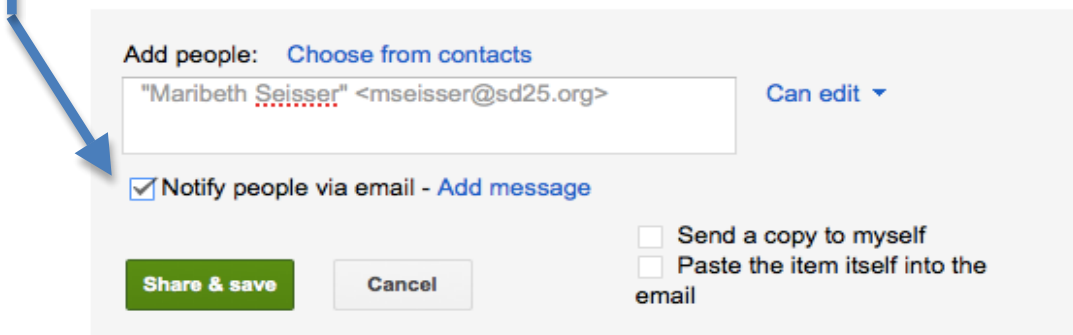
Click in the window that says Search and add the first few letters of the person's name you want to share your document. Click on the person's name, it should appear in the To: box. Click Done.



Each person will receive an email regarding the document.

If you are a student sending to a teacher
“remove the ✓ in front of Notify people via email”

This is also where you can choose whether the person Can edit or Can view.



8. General Information:

a. If you and another collaborator are editing the same document at the same time, a box with the name of the collaborator appears at the top of the screen. 10 people can edit a document at the same time. Once this limit has been reached, others will be able to view, not edit the document. You can share a document with up to 200 people. A total of 50 people can edit a spreadsheet simultaneously 10 people can edit a presentation at the same time. However, you can share a presentation with up to 200 people (whether you add collaborators or viewers, the total cannot exceed 200 people).

b. When using Google Docs with the AHSD25 domain you do need to sign in to view and edit documents created in the AHSD25 Google Doc domain.

c. You can download a Google Doc as a HTML, Open Office, PDF, RIT, Text or Word Document.

d. You can add comments or chat on shared documents. To add a comment go to Insert Comments. Your comment will go where your cursor is placed.